SUSSEX LUNATIC ASYLUM,

HAYWARDS HEATH.

GENERAL RULES

FOR THE

GOVERNMENT OF THE ASYLUM.

(16 *and* 17 *Vict., Cap.* 97, *Sec.* 53.)

Approved by Her Majesty's Principal Secretary of State for the Home Department, 3rd *May,* 1870.

Lewes:

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GENERAL RULES for the SUSSEX COUNTY LUNATIC ASYLUM, pursuant to the 53rd Section of the Act 16 & 17 Vic. cap. 97.

COMMITTEE OF VISITORS.

1. The Committee of Visitors for the time being shall meet for the first time on the last Saturday in January, and shall then (after appointing a Chairman and a Clerk to the Visitors) appoint not less than five members of the Committee of Visitors to be a House Committee for the purposes after mentioned, of whom two shall be a quorum.

2. The Committee of Visitors shall also meet at the Asylum on the last Saturday in April, July, and October, or at such other times as may from time to time be ordered by them.

3. Minutes of the proceedings of all Boards shall be kept and entered by the Clerk of the Visitors; and at every General Meeting the proceedings of the last General Meeting, and of any intervening Meeting, shall be read.

4. Two or more of the Committee shall, once at least in every two months, inspect the Asylum, and see (as far as circumstances permit) every Lunatic therein, and the Order and Certificate of every Lunatic admitted since the last visit, and the General Books kept in the Asylum, and shall

at each visit insert in a Book to be kept for that purpose their opinion as to the then condition of the Asylum and of the Patients therein, and also such other statements and suggestions as they may deem expedient, and shall sign such Book at every such visit.

5. Regulations and Orders for the Management of the Asylum shall be taken into consideration and determined on at the first Meeting of the Committee of Visitors, and other Regulations, being consistent with the Rules herein laid down, and with the Regulations and Orders for the time being in existence, may be made by any three of the Committee of Visitors at any General or Special Board.

6. No General Rule shall be altered, nor any new Regulation (except such as last mentioned) made, unless seven clear days' Notice of the intention to propose such alteration shall be given, and no alteration in the General Rules shall take effect until it has received the approbation of one of her Majesty's Principal Secretaries of State.

7. At the first Meeting in January in each year the Committee of Visitors shall make such appointments and perform such duties as may be necessary for carrying into effect the 53rd, 54th, and 55th sections of the Act 16 and 17 Vict., c. 97 ; and whenever a Vacancy shall thereafter occur in any of the Offices of Medical Superintendent, Treasurer, Chaplain, Assistant Medical Officer, or Clerk of the Asylum and Steward, the Clerk of the Visitors shall forthwith convene a Meeting (conformably to sect. 25 of the 16 and 17 Vict., c. 97) for the purpose of making an Appointment and filling up the vacancy.

HOUSE COMMITTEE.

1. Two at least of the House Committee shall visit the Asylum once in the course of every calendar month, and their duties shall be as follows, viz.:—

2. To inspect the Food and see that all Contracts are performed; also to inspect all the Wards and Premises of the Asylum, and also to inquire and examine as to the Convalescence and Improvement of particular Patients, and as to the Treatment, Health, and General Condition of all.

3. To advance sums not exceeding one hundred and fifty Pounds to the Steward's account for current expenses.

4. To Audit the Accounts and report thereon to the Committee of Visitors.

5. To direct the Clerk of the Visitors to call a Meeting of the Committee of Visitors (pursuant to the 25th section of the Act) whenever any circumstance shall render the meeting of such Committee necessary before the time to which their Meeting may have been last adjourned.

6. To take into consideration any report or suggestion of the Medical Superintendent, or any matters referred to them by the General Committee.

7. In all cases of fatal or dangerous Accident, or other emergency, the Superintendent shall immediately communicate the fact in writing to the members of the House Committee, any one of whom shall thereupon be empowered to summon a Special Meeting of the same Committee as soon as practicable.

CLERK TO THE VISITORS.

1. He shall be considered the Law Officer and Adviser of the Board, and shall prepare all Contracts and legal documents. He shall convene and attend all General Meetings of the Committee of Visitors, and also the Meetings of the House Committee when required, and shall take Minutes of all Orders and Resolutions, and take such steps as may be necessary for carrying them into effect.

2. He shall completely inspect and verify all the Accounts kept by the Steward, including a Debtor and Creditor Account of all Invoices, and the proper entry of the receipt and consumption of each article, with a correct Analysis and Summary of the Results obtained on his Inspection, and he shall assist the Visitors in their examinations of the Asylum Books of Account, the Quarterly Abstract of Expenditure on Maintenance, and the Accounts of the Treasurer, and in preparing the Visitors' Annual Report for publication.

3. He shall also assist in auditing and keeping all Bills and Accounts concerning the Maintenance of the Fabric, and in communicating with the several Courts of Quarter Sessions and the County and Borough Treasurers thereon, and shall transact all the ordinary duties of Clerk to the Visitors as prescribed by the Statute, and as may be directed by the Committee.

TREASURER.

1. All moneys shall be paid to the Treasurer, who shall keep an Account of his Receipts and Payments, and make

up such Account on the four usual quarter days, and state the balance.

2. He shall give such security as shall be approved by the Committee of Visitors, and shall from time to time furnish such evidence as to his Sureties being alive and solvent as shall be required.

3. Cheques on the Treasurer, excepting for sums drawn from the Steward's account, shall be signed by two of the Visitors, or by the Chairman, and countersigned by the Clerk to the Visitors.

RESIDENT MEDICAL OFFICER AND MEDICAL SUPERINTENDENT.

1. There shall be a Resident Physician, who must be a Doctor of Medicine of a University in the United Kingdom, and a Fellow or Member or Licentiate of the College of Physicians in London, Edinburgh, or Dublin, qualified to practise as a Physician, and duly registered.

2. He shall give up the whole of his Time to the duties of his Office, and shall not attend to, or engage in, any professional or other business or employment except that of the Asylum, and shall not have any Interest, direct or indirect, in any Establishment or House for the Reception of any Lunatic or other Patient.

3. He shall be Superintendent of the Asylum, and shall have the control over all the Officers, Attendants, and Servants resident in the Asylum, with authority to discharge such Attendants and Servants, and to hire others in their

places, whenever he shall deem it expedient, reporting the same to the General or House Committee, at their next Meeting. In respect of all other Persons in the employment of the Asylum he shall have a general authority, with power of suspension in case of misconduct, reporting the same to the General or House Committee of Visitors, at their next Meeting.

4. He shall make a Yearly Report of the Number of Admissions, Removals, and Discharges during the Year, and shall also make a like Report as to the General Condition of the Patients, and such other matters as may be expedient for the purpose of shewing the state and management of the Asylum.

5. He shall be responsible for the condition of the Patients, and for the management and condition of the Establishment, and shall have the direction of the Medical, Surgical, and Moral Treatment of the Patients (with power to classify them), and of all General Arrangements within the Asylum. He shall also regulate the Diet of the Patients.

6. Should any case of danger or difficulty arise, he shall have authority to call to his aid, in consultation, any Registered Physician or Surgeon.

7. He shall examine every Patient, on Admission, as to his or her general condition, and as to the existence of bruises or other injuries, and, with the Stethescope, as to the condition of the Heart and Lungs; and make proper entries relative thereto; and he shall take care that such Medicines as he may deem proper be carefully dispensed and duly administered.

8. He shall keep a Diary, in a Book to be provided by the Committee, in which he shall enter a full account of his Visits to the Wards, and of every important and unusual circumstance that may occur in his Department, together with the Number of Patients, and of those who are Sick; the length of time any Patient may have been in seclusion, and the cause thereof; every Death, Inquest, or Escape that may occur, and such other particulars as may be required from time to time by the Committee of Visitors; which shall be read to the Committee, at every Meeting, and signed by the Chairman. He shall also Report, in writing, to the Committee of Visitors, and to the House Committee, at every Visit, in a Book to be provided by them, the Name of every Patient fit for Discharge, together with all such facts, observations, and suggestions as he shall deem important, relative to the condition or management of the Asylum or of the Patients therein, which Report shall be read as part of the proceedings at such Meeting.

9. He shall not absent himself for more than One Night from the Asylum, without the previous written consent of one of the Committee of Visitors, and on no occasion shall he leave the Asylum until he has placed the same in charge of the Assistant Medical Officer, or of some other properly qualified Medical Substitute. An absence of Six Weeks in every Year will be allowed him, provided that previous arrangements be made, satisfactory to the Committee of Visitors, for the performance of his duties during such absence.

10. He shall at all times, and more especially when the Asylum is entirely or nearly full, promote the exchange of

Harmless Chronic Patients for Patients whose cases may be recent and supposed to be Curable, or who shall be reported as Dangerous.

11. He shall make a Daily Visit to all parts of the Asylum, passing in review the whole of the Patients, Attendants, and Servants. This general Visit to be independent of any Special Visits, which from the severity of particular cases, or for the insuring constant attention to their duties on the part of the Attendants and others, he may judge it expedient to make.

12. He shall occasionally make Visits at uncertain times during the night to the various Wards and Bedrooms, and shall enter in the Diary the state of the Asylum at the time of such visits, for the information of the Committee at their next Meeting. On making such Visits to Female Patients, he shall be accompanied by some Female Officer or Attendant of the Asylum.

13. He shall take care that every Patient, reported as requiring restraint or seclusion, be immediately visited by himself or the Assistant Medical Officer.

14. In the event of a Vacancy in the Office of Assistant Medical Officer or Apothecary, he shall submit the names of three duly qualified Candidates to the Committee of Visitors for their selection and appointment to such respective Offices.

15. In the event of its being decided by the Committee to introduce any Clinical Student, he shall impart to him such Instruction as the Asylum affords.

ASSISTANT MEDICAL OFFICER.

1. He shall be appointed by the Committee of Visitors as hereinbefore provided, and shall perform his duties under the control and direction of the Medical Superintendent. He shall be resident in the Asylum, and shall give up the whole of his time to the duties of his office. He shall possess a medical and surgical qualification, and shall be duly registered under the " Medical Act."

2. He shall visit each ward and see every patient daily, and more frequently if required, and on making visits to the female patients he shall be accompanied by a Female Officer or Female Attendant of the Asylum.

3. He shall keep a Record of the Cases of all the Patients, describing the history, symptoms, mode of treatment, and all material circumstances connected therewith.

4. He shall punctually attend to any remedies prescribed for the patients; he shall examine and correct the Diet Tables daily, and take care that all extras for the sick are duly supplied.

5. He shall exercise a general control over the conduct of the Attendants, and forthwith report any misconduct or neglect of duty on their part to the Medical Superintendent.

6. He shall exert what moral influence he can with the Patients for their benefit, and to the utmost of his power promote their employment and recreation in the way most suitable to their several circumstances.

7. In the temporary absence of the Medical Superintendent (on leave or otherwise) he shall have the entire charge of the Asylum, and shall conduct the duties of the several departments, in conformity with "The Regulations and Orders of the Committee of Visitors."

8. He shall not leave the Asylum in the absence of the Medical Superintendent, and in his own occasional absence from the Asylum, he shall conform to the directions he may receive from the Medical Superintendent as to its duration and the period of his return.

9. He shall not sleep out of the Asylum without the consent of the Medical Superintendent, and shall be allowed One month's leave of absence during the Year, so as such leave shall not interfere with the absence of the Medical Superintendent.

CHAPLAIN.

1. He shall be in priest's orders, and shall be licensed by the Bishop of the diocese.

2. He shall perform Divine Service in the Chapel on Sundays and Holydays, at such hours as the Committee of Visitors shall from time to time fix.

3. He shall read prayers daily in the Chapel, or in the Dining Halls of each sex, at such hours as the Visitors may direct.

4. He shall visit the Wards on both sides of the House once a-week. He shall also at any time be prepared to visit

such cases of mental or bodily disease as in the opinion of the Medical Superintendent may require his more frequent or immediate attention, and he shall keep a Journal, in which he shall enter the number of his attendances, the number of the patients attending Divine Service, and of communicants, and any other matters having reference thereto.

5. He shall, under the control of the Medical Superintendent, organise and direct the Schools for patients of both sexes.

6. He shall also have charge of the Library, and control the issue of Books.

7. Each member of the Household, with his wife and family, whether resident in the House or otherwise, shall be considered by him as under his spiritual charge.

APOTHECARY.

1. He shall be appointed by the Committee of Visitors as hereinbefore provided, and he shall perform his duties under the control and direction of the Medical Superintendent, and shall give up the whole of his time to the duties of his office. He shall possess either a Medical or Surgical qualification, registered under the "Medical Act."

2. He shall have charge of the Dispensary, and of the compounding of the Drugs ordered. He shall assist in conducting the correspondence of the Medical Superintendent in reference to the Patients of the Asylum, in accordance with his instructions, and shall also assist in keeping the

several Medical Records of the House, under the direction of the Assistant Medical Officer.

3. In his occasional absence he shall conform to the directions he may receive from the Medical Superintendent as to its duration and the period of his return.

STEWARD AND CLERK.

1. He shall give such Security as shall be approved by the Committee of Visitors, and shall from time to time furnish such evidence as to his Sureties being alive and solvent as shall be required.

2. The Steward shall also act as Clerk of the Asylum, and shall perform all the duties of both those offices, under the control of the Medical Superintendent, to whom he shall immediately report whatever he may know to be improper, or contrary to the Rules, in the economy of the house or conduct of the servants.

3. He shall take care of all the Books, Papers (except those relating to the medical duties), and of all the Stores, except the female clothing and bedding, *i. e.* sheets, blankets and counterpanes, and shall be responsible for the quantity, quality, and safe keeping of all the articles received, which, he shall in no case receive without an invoice, to be signed, by himself, and filed when found correct.

4. He shall examine and superintend the weighing and measuring of all the goods and provisions furnished to the Establishment, and immediately report to the House Committee any failure in the quality or quantity thereof.

5. He shall superintend the weighing and measuring out of the provisions, so as to suit the Diet Tables; he shall take stock once a quarter, except in the female wards, kitchen, and laundry, and keep quarterly accounts of all moneys received of, and paid to, the Treasurer, and also of all goods ordered, and payments made for the same, in such form as the Committee of Visitors shall direct.

6. He shall distinguish the Building Account from the Maintenance Account, and the Account of the County from those of the Unions and Parishes, and shall lay an Abstract of the Account before the Committee of Visitors at their Quarterly Meeting, showing the money received and paid, and the Unions and Parishes in arrears.

7. He shall keep all such Books of Account and other Books as shall from time to time be ordered by the Committee of Visitors to be kept and used in the Establishment, and shall regularly daily enter therein, in such form as they from time to time shall direct, all such particulars as shall be considered necessary to show the true state of the Current Accounts and the affairs of the Establishment, which Books shall be kept in the Office of the Clerk of the Asylum and Steward, and be subject at all times to the inspection of any member of the Committee of Visitors and of the Clerk to the Committee of Visitors, and of the Medical Superintendent, to whom he shall from time to time supply such financial information as may be required, and he shall submit to every Meeting of the House Committee a Schedule of any Bills or demands which may require to be paid before the next Meeting of the Committee of Visitors.

8. He shall keep the Register of Patients prescribed by

the Act (16 and 17 Vict., cap. 97, sections 58, 89, 92, and 93), and shall fill up and transmit, in the manner and at the time directed, all Returns required to be transmitted to the Commissioners in Lunacy and other authorities.

9. He shall show the Medical Superintendent all Letters he may receive relating to Patients in the Asylum, and submit to him the replies, keeping copies of the same when required.

10. He shall answer, under the direction of the Medical Superintendent, all Applications relative to the Admission of Patients, and when Orders are given for their Discharge he shall communicate the circumstance to their friends and to the Officers of the Parish or Union to which they belong.

11. In his occasional absence from the Asylum he shall conform to the directions which he may receive from the Medical Superintendent as to its duration and the period of his return.

12. He shall be allowed Four Weeks' Leave of Absence during the year, with the privilege of taking the same in two separate periods of Two Weeks each.

HOUSEKEEPER.

1. She shall perform her duties under the control and direction of the Medical Superintendent, to whom she shall immediately report whatever she may know to be improper or contrary to the Rules in the economy of the house or the conduct of the servants.

2. She shall have charge of the Kitchen, the Laundry, Washhouses, and Drying Yard, the Officers' and Servants' Apartments, and shall have the direction of the Female Servants, and see that their duties are performed with regularity and care. She shall superintend the preparation of the Meals for the Patients, Officers, Attendants, and Servants, and see that the articles of food are properly dressed, according to the instructions she may give, and served at the appointed hours, and she alone shall give orders and instructions in the kitchen or laundry department.

3. She shall have entire control of, and pay strict attention to, the state of the Laundry, and take care that the Clothing, Bedding, and Linen of the Patients are duly returned and kept in a good state of repair, and in the case of any neglect on the part of Attendants or others, she shall report the same to the Medical Superintendent.

4. She shall have charge of the Female Clothing and Bedding Store, and shall issue new stock to the female attendants, on the requisition of the Head Attendant. She shall also take Stock quarterly in the Female Wards and the Laundry and Kitchen, and render an account thereof, and also of all new Stock issued by her to the Steward.

5. She shall enter in her Want Book, and submit, through the Steward, to the House Committee, requirements for new Clothing or Bedding for the Female Wards.

6. She shall cut out and supply the Workroom Attendant with the Needlework necessary for the employment of the Patients, and see that all articles are duly returned to the House and inventoried.

7. In her occasional absence from the Asylum, she shall conform to the direction she may receive from the Medical Superintendent as to its duration and the period of her return.

HEAD ATTENDANTS—MALE AND FEMALE.

1. They shall perform their duties under the control of the Medical Superintendent, and shall have (under him and the Assistant Medical Officer) the entire direction of the Wards and Attendants, and of the Patients, and all that relates to their treatment. They shall also be responsible for the cleanliness and good order of all parts of the House occupied by the Patients.

2. They shall instruct the Attendants in the performance of their duties, and shall at all times require the strictest obedience to any orders which they may give.

3. They shall see that the Patients and Attendants rise at the hour appointed, that they go to bed at the fixed hours, and that all fires and lights are extinguished when the evening Bell has been rung.

4. They shall regularly visit the Wards at Meal Times, and see that the Provisions are duly distributed. They shall report to the Medical Superintendent any inferiority in the quality of the Provisions, or any deficiency in the quantity allowed by the Diet Scale.

5. They shall receive from the Attendants the Day and Night Reports, and shall verify their correctness before submitting them to the Medical Superintendent.

6. They shall receive the Patients on admission to the Asylum, and conduct them to the Admission Wards.

7. They shall visit the Wards at the hours of Bathing, Washing, and Dressing, and shall be responsible for the personal cleanliness of every Patient.

8. They shall regulate the leave of the Attendants, the issue and repair of Clothing, the several Ward Lists, Inventories, and Washing Lists, in conformity with the Regulations of the Committee of Visitors, and to such Instructions as they may receive from the Medical Superintendent.

GENERAL MANAGEMENT.

1. The male and female patients shall be kept in separate wards, and no male Attendant, Servant, or Patient, shall be allowed to enter the female wards, nor any female to enter the male wards, except in cases where the Medical Superintendent shall deem it advisable to appoint Nurses or Female Servants to attend for that purpose.

2. A sufficient number of Attendants, having reference to the mental condition of the Patients in each ward, shall be employed, and no ward shall on any occasion be left without one Attendant remaining therein.

3. At least one room on the Male Side, and one room on the Female Side, shall be appropriated as infirmaries for the different sexes.

4. During the day the Patients of both sexes shall be employed as much as practicable, especially out of doors. The men in gardening and husbandry; the women in occupations suited to their ability; and as a principle in treatment endeavours should be continually used to occupy the minds of the Patients, to induce them to take exercise in the open air, and to promote cheerfulness and happiness amongst them.

5. The Patients shall be induced, and if necessary, instructed, to wash and dress themselves, and to keep their persons clean and in good order, and generally they shall be induced to exercise self-control.

6. Workshops and tools shall be provided, and artizans and others be encouraged to follow their particular callings, and to learn shoe-making, tailoring, and other common and useful trades; and needle-work, straw-work, and other suitable employment shall be provided for the women.

7. An ample supply of Books and cheap publications of a cheerful nature (in addition to Bibles and Prayer Books) shall be provided, and kept up in case of destruction; and these shall be regularly circulated through the different wards; and various means of amusement shall be placed at the disposal of the Patients of both sexes, and they shall be encouraged to have frequent recourse thereto.

8. The airing ground into which the several wards open shall be generally accessible to the Patients every day when the weather is favourable.

9. One Attendant shall sleep in, or adjoining, and so as to

overlook every Dormitory, and he shall either have a light burning throughout the night, or the means of immediately obtaining it.

10. At least one Attendant shall be appointed on each side of the Asylum to act as a night nurse, and no such Attendant shall be employed in any way during the day, except in walking out with Patients.

11. No Dormitory for Male Patients (excepting rooms for single Patients) shall contain less than three beds, and all the Patients (male) shall sleep in single beds.

12. No Patient shall be restrained or secluded at any time, or subjected to any bath, except for the purpose of cleanliness, unless by Medical authority.

13. All the Attendants shall be instructed to treat their Patients kindly and indulgently, and shall be responsible for the safety, cleanliness, and general condition of the Patients, and for the ventilation, proper warmth, and good order of their respective wards.

14. Near relatives and friends of the Patients shall be allowed to visit them once in every week, but no Visitor shall be admitted to any Patient if the Medical Superintendent shall state in writing that he considers the visit likely to be injurious to such Patient, or otherwise inexpedient.

15. In case of the illness of a Patient, or if the friends come from a distant place, or be otherwise unable to come on a week-day, such Patient's friends shall be admitted to visit on Sunday, or any other day, other than the regular visiting

day, and in all cases of dangerous illness of a Patient, notice shall be immediately sent by the Medical Superintendent to the relatives or friends of such Patient.

16. All Parish Officers shall be encouraged to visit the Patients belonging to their Parish or Union, once in every three months, or oftener, on a week day, and to make particular enquiries from time to time as to the treatment experienced by the Patients, and their fitness for discharge.

17. Upon every visit made by a male relation, or friend, or by a parish officer, to a female Patient, the Head Female Attendant shall accompany the visitor, and remain in the room throughout the interview.

18. On the death of a Patient notice shall be immediately given by the Clerk of the Asylum, to the Parish Officers, and also to one of the nearest relations of the deceased (if their address be known), and the body delivered to them if requested; but if the body be not removed on the fourth day after death, it shall be buried under the direction of the Medical Superintendent. Should he consider earlier interment to be necessary, this rule is to be dispensed with. Post-mortems, when not objected to by the relatives or friends of the deceased, in such cases as are likely to afford medical information, shall be made by the Medical Superintendent, who shall duly enter the results in the Case Book.

19. Such Patients as the Medical Officer may direct, shall, in such numbers and at such times as he may think fit, be allowed, under proper care, to take walks or excursions beyond the grounds of the Asylum, and he shall also be em-

powered at his discretion to permit Patients to spend the day with their friends.

20. The Medical Superintendent shall, when requested, act as Physician to the resident Officers and Servants of the Asylum.

"*I approve of the foregoing amended Rules for the government of the Sussex County Lunatic Asylum.*

(Signed) "H. A. BRUCE.

"Whitehall, 3rd May, 1870."